



EXECUTIVE CHAMBERS
HONOLULU

LINDA LINGLE
GOVERNOR

December 22, 2009

The Honorable Calvin K.Y. Say, Speaker
and Members of the House of Representatives
Twenty-Fifth State Legislature
State Capitol, Room 431
Honolulu, Hawaii 96813

Dear Speaker Say and Members of the House:

For your information and consideration, I am transmitting herewith two (2) copies of the Office of the Governor/Department of Accounting and General Services' Annual Report on the Congresswoman Patsy T. Mink Commission for the period December 16, 2008 through December 15, 2009. Pursuant to section 93-16, Hawaii Revised Statutes, I am also informing you that the report may be viewed electronically at <http://www.hawaii.gov/dags/rpts>.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda Lingle", written in a cursive style.

LINDA LINGLE

Enclosures



EXECUTIVE CHAMBERS

HONOLULU

LINDA LINGLE
GOVERNOR

December 22, 2009

The Honorable Colleen Hanabusa, President
and Members of the Senate
Twenty-Fifth State Legislature
State Capitol
Honolulu, Hawaii 96813

Dear President Hanabusa and Members of the Senate:

For your information and consideration, I am transmitting herewith two (2) copies of the Office of the Governor/Department of Accounting and General Services' Annual Report on the Congresswoman Patsy T. Mink Commission for the period December 16, 2008 through December 15, 2009. Pursuant to section 93-16, Hawaii Revised Statutes, I am also informing you that the report may be viewed electronically at <http://www.hawaii.gov/dags/rpts>.

Sincerely,

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Enclosures

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
FINAL REPORT ON
THE CONGRESSWOMAN PATSY T. MINK COMMISSION
DECEMBER 15, 2009

SUBMITTED TO
THE TWENTY-FIFTH STATE LEGISLATURE
IN RESPONSE TO ACT 92, SLH 2006

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
FINAL REPORT ON THE CONGRESSWOMAN PATSY T. MINK COMMISSION

Background

The Congresswoman Patsy T. Mink Commission (the Commission) was established by Act 92, SLH 2006, (the Act) by the 2006 Legislature in order to honor and recognize Congresswoman Patsy T. Mink, who passed away on September 28, 2002, after a long and illustrious public career serving the people of Hawaii in the Hawaii Territorial House (1956-58), Hawaii Territorial Senate (1958-59), Hawaii State Senate (1962-64), Honolulu City Council (1983-87), and the United States House of Representatives (1965-77; 1990-2002). The Act contains the following provisions:

- Creates the Commission which is administratively attached to the Office of the Governor and receives administrative support from the Department of Accounting and General Services (DAGS). It is a temporary commission and shall cease to exist after December 31, 2009.
- The Commission consists of fourteen (14) voting members, representing various groups and interests that are appointed by the Governor, Speaker of the House of Representatives, President of the Senate, Honolulu City Council, Hawaii County Council, Maui County Council, and Kauai County Council. The Commission members are listed in the table below.

Commission Member	Appointed By	Representing
1. Annelle Amaral	President of the Senate	Feminist Community
2. Malia Baron	Governor Linda Lingle	Bishop Museum
3. Amy Isaacs	Governor Linda Lingle	Americans for Democratic Action
4. Shaylene Iseri-Carvalho	Kauai County Council	Public
5. Joan Manke succeeded Barbara Marshall	Honolulu City Council	Public
6. Gwendolyn Mink	Maui County Council	Family Member
7. Jadine Nielsen succeeded Trent Kakuda	President of the Senate	Civil Rights Community
8. Nora Nomura	Speaker of the House	Labor Unions
9. Janice Ruth	Governor Linda Lingle	Library of Congress
10. Susan Shaner	Governor Linda Lingle	Department of Accounting and General Services-Archives Division
11. Evan Shirley	Hawaii County Council	American Civil Liberties Union
12. Laura Stevens succeeded Karen Motosue	Governor Linda Lingle	Department of Land and Natural Resources
13. Joyce Tsunoda	Speaker of the House	Japanese-American Community
14. Gail Urago succeeded Florence Yee	Governor Linda Lingle	Hawaii State Public Library System

At the first meeting that was held on July 2 and 3, 2007, the members of the Commission elected Joyce Tsunoda as Chair and Annelle Amaral as Vice-Chair.

- The Commission shall research and recommend how the State can honor Congresswoman Patsy T. Mink and shall submit a report to the Legislature, no later than twenty days prior to the convening of the regular session of 2007. The report shall include: 1) summary outlining the development, planning, and coordination of the various program activities; 2) identification of a nonprofit organization that will be responsible for the revenues and expenditures; and 3) detailed plan on how to execute its recommendations.
- The Commission may seek grants from public and private sources and may accept donations to finance the projects, programs, and activities of the Commission.
- At the end of the Commission's term on December 31, 2009, the Commission shall submit a final report to the Governor and 2010 Legislature.

Summary of the Activities

The Commission held 12 meetings on July 2 to 3, 2007, September 5, 2007, October 25, 2007, December 7, 2007, July 10, 2008, September 11, 2008, November 17, 2008, February 2, 2009, February 25, 2009, April 1, 2009, June 17, 2009, and September 14, 2009. Since its first meeting in July 2007, the Commission has been exploring numerous ways in which the State of Hawaii could honor Congresswoman Patsy T. Mink's memory and recognize the tremendous gifts she gave to our State and Nation. At the meetings, four Investigative Committees (ICs) were formed and the following are the purposes, activities, and accomplishments of each IC:

1. Essay Investigative Committee

a. Purpose:

Develop and coordinate a demonstration Essay/ Composition Competition to honor and recognize Congresswoman Patsy T. Mink. The Essay/ Composition Competition is focused on raising the next generation's awareness of her life and work. It is designed to promote reflection and understanding of the broader social issues and ideals that motivated Congresswoman Patsy T. Mink.

b. Activities:

The concept of the Essay/ Composition Competition was discussed with the Deputy Superintendent of Education and his staff on February 27, 2008, and a draft Implementation Plan was subsequently developed. The Essay/ Composition Competition was planned to be launched in October 2009 through the media and on the Commission's website and the winners would be selected by December 2009.

The contest would be opened to high school students in the public, private, charter, and home schools. A Language Arts volunteer would serve as the coordinator and be given a stipend of \$2,500. An additional \$5,250 (\$3,750 for prizes and \$1,500 for outreach) would be required. Through the encouragement of teachers, students would be asked to produce compositions about the principles, issues, or programs that interested Congresswoman Patsy

T. Mink. The students would be asked to consider what can be done to further Congresswoman Patsy T. Mink's goals in Hawaii, the rest of the United States, and throughout the world. The Essay/ Composition Competition would be a pilot project to be evaluated after the first year to determine if it should continue as an annual event. The evaluation process would include input from the community, schools, Legislature, etc. and would be contingent upon the availability of funds.

At the June 17, 2009 meeting, the Commission members voted to cancel the Essay/ Composition Competition because: 1) only \$1,000 out of the required \$13,000 had been raised; 2) time factor - the planned essay contest implementation date was July 2009, before the start of the school year and the Commission would be terminating at December 31, 2009; and 3) uncertainty of the level of DOE's support because of the State's budget shortfalls.

c. Accomplishments:

After much discussion with the DOE and Commission members, a detailed draft plan was completed in June 2009. The Commission recommends that anyone implementing this Essay/ Composition Competition Plan, consult with the resources information available on the websites of the following entities: 1) University of Hawaii at Manoa Library; 2) Library of Congress; and 3) Patsy T. Mink Foundation. Resources include biographical information, legislation, congressional papers, access to library books, magazine articles, and newspaper sources.

The Commission members recommended that the well-conceived plan be included in the final Legislative Report and Commission's website in hopes that when resources are available in the future, the Essay/ Composition Competition would be implemented by the Legislature, DOE, or others. The draft Essay/Composition Competition Implementation Plan is attached to this report.

2. Exhibits Investigative Committee

a. Purpose

Produce, for public viewing, a humanities-based traveling exhibit entitled "Patsy Takemoto Mink: From Maui Plantation Town to Washington D.C." for use in public libraries and other locations throughout the State of Hawaii and may include exhibitions on the mainland USA. A viewers' guide will be produced to accompany the exhibit.

b. Activities:

The exhibition is being developed by the Hawaii Heritage Center (HHC) and will be co-sponsored by the Commission and the Hawaii State Public Library System.

A grant request from HHC was submitted to the Hawaii Council for the Humanities (HCH) and on December 16, 2008, a \$20,000 grant was awarded

to the HHC. Additionally, the Commission raised \$13,000 in donations to support the production of the traveling exhibit on Congresswoman Patsy T. Mink.

A planning committee was organized comprised of scholars in the humanities and other resource people. A humanities-based interpretive traveling exhibit on the life and contributions of Congresswoman Patsy T. Mink would be produced so that it could be transported and displayed at the various universities, Hawaii State Public Libraries, and other public venues on Oahu, Hawaii, Kauai, and Maui. A viewers' guide/handout will be prepared and distributed to the public viewing the exhibits. At some of the venues, the exhibition will be accompanied by public lectures and other educational programming.

c. Accomplishments:

Through the efforts of the HHC and the Commission members, the Commission was successful in raising a total of \$33,000 (\$20,000 grant from HCH and \$13,000 in donations) for the project. The HHC completed the implementation plan and Clarence Lee Design and Associates will design the exhibits. The exhibit will open in Honolulu in 2010 and travel to Hawaii, Kauai, and Maui for display in public libraries, educational facilities, and public areas. The traveling exhibit project will be completed in 2011.

3. Website Investigative Committee

a. Purpose:

Produce an official State website to disseminate information about Patsy T. Mink and the Congresswoman Patsy T. Mink Commission, established by Act 92, SLH 2006 to study and recommend projects that recognize and honor her.

b. Activities:

The test website was reviewed by the Commission members at the July 10, 2008 meeting. The steps that were followed in developing the website were: 1) finalized the list of the content (about the Commission, about Patsy T. Mink, photo gallery, Commission projects, related non-Commission activities celebrating Patsy T. Mink, etc.) and prioritized the order of completion; 2) assigned various committee members responsibility for assembling and/or overseeing the assembly of specific portions of the content; 3) submitted all content and images to the Commission for review and approval; 4) forwarded approved content and images in specified formats to the Department of Accounting and General Services' (DAGS) webmaster; and 5) committee reviewed the site in test version and then requested full Commission review.

c. Accomplishments:

In July 2008, the website was hosted on the Department of Accounting and General Services (DAGS) website and available to the public at:

<http://hawaii.gov/dags/patsy-mink-commission>

DAGS will host the website until December 31, 2009. At the September 14, 2009 meeting, the Commission approved the transfer of selected contents of the website to the Library of Congress, Congressional Papers Collection at University of Hawaii's Hamilton Library, and the Patsy T. Mink Foundation. This content includes biographical resources and information about legislation; location of congressional papers; and how to access relevant library books, magazine articles, and newspaper sources. This web resources will be an invaluable aid to students, teachers, and citizens.

4. Fundraising/Funding Investigative Committee

a. Purpose:

Review and explore funding opportunities for the projects initiated by the Commission with State government, non-profit organizations, businesses, and possible federal sources.

b. Activities:

1. An emergency budget request of \$15,000 for the fiscal year 2008 and a supplemental budget request of \$37,750 for the fiscal year 2009 were included in the 2008 Report to the Legislature. The Commission was not successful in obtaining any funds for the 2008 and 2009 fiscal years (period July 1, 2007 to June 30, 2009).
2. Developed and implemented a fundraising plan to solicit donations.

c. Accomplishments:

The Commission was successful in collecting \$13,000 in donations in 2009. All of the amounts that were collected will be used for the Exhibits Project.

Identification of a Non-Profit Organization that will be Responsible for Any Moneys Received or Expended for Honoring Congresswoman Patsy T. Mink.

The HHC, a non-profit organization was selected to collect the donations and to disburse the funds on behalf of the Commission. A Memorandum of Agreement was executed on March 1, 2009 to authorize HHC to receive the donations and disburse the funds specifically for the Exhibits Project. Excess funds if any, will be retained by the HHC to be used to maintain and continue to display statewide the Congresswoman Patsy T. Mink exhibits.

There was no property acquired or donated to the Commission.

Accounting of All Funds Received and Expended

The Act appropriated general funds of \$10,000 for the fiscal year 2007 and \$4,302 was expended for Commission meeting expenses and the remaining balance of \$5,698 lapsed

on June 30, 2007. The Commission was not successful in obtaining operating funds for the remaining term of the Commission.

The HHC received a total of \$13,000 in donations during 2009. Remaining funds will be used to repair and/or maintain the exhibits as plans are to continue displays after 2011. Upon completion of the project in 2011, a final accounting of all funds will be submitted to the Department of Accounting and General Services for inclusion in the Congresswoman Patsy T. Mink Commission files.

Recommendation

The Commission recommends that the Essay/Composition Competition be implemented by the State or other interested organizations when the economy recovers. A detailed draft Essay/Composition Competition Implementation Plan is attached to this report to assist in the execution of its recommendation.

Congresswoman Patsy T. Mink Commission Composition Competition Draft Implementation Plan

NOTE: The Congresswoman Patsy T. Mink Commission (the Commission) terminates on December 31, 2009, and recommends that a Composition Competition (Essay Contest) be implemented when resources are available. This draft implementation plan is attached to the Final Legislative Report on the Congresswoman Patsy T. Mink Commission for the sole purpose of assisting the Legislature, DOE, or other organizations in executing the Commission's recommendation in the future.

The State of Hawaii Congresswoman Patsy T. Mink Commission is referred to herein as the "Commission". The State of Hawaii Department of Education is referred to as "DOE".

No.	Activity	Timeline	Responsibility
1	Outline an implementation plan for the Congresswoman Patsy T. Mink Commission Composition Contest	March 2009	--DOE staff submits outline to Commission for approval
2	Approve implementation plan	April 2009	--Commission
3	Funding: <ul style="list-style-type: none">• Obtain funding to implement Composition Competition;• Determine funding location and identify Fund Administrator	By April 30, 2009	--Commission
4	Contract Coordinator: <ul style="list-style-type: none">• Identify coordinator• Assist with contract process	By May 15, 2009	--DOE staff & Fund Administrator submit recommendation for Coordinator to Commission for approval
5	Contest Topic: The Commission shall select the competition topic for the first year and provide a list of draft topics from those listed on Attachment A.	By May 31, 2009	--Commission
6	Prepare an information packet to be used as a resource by the teachers to incorporate lessons about the principals, issues or programs that Patsy Mink worked on to improve society and its governance and what can be done in the here and now to further her goals into Social Studies, English Language Arts, Career and Technical Education, and Physical Education classes and that culminate in students writing compositions about Patsy Mink's work.	May – June 2009	--Coordinator prepare information packet for teachers
7	Finalize contest details <ul style="list-style-type: none">• Identify prizes• Finalize judging criteria/rubric, judging process	June 30, 2009	--Commission and Fund Administrator, with assistance from Coordinator and DOE staff

Attachment to the Final Legislative Report on the Congresswoman Patsy T. Mink Commission

No.	Activity	Timeline	Responsibility
	<ul style="list-style-type: none"> Collection center for compositions 		
8	Obtain prizes	July – Sept 2009	--Commission and Fund Administrator with contest coordinator assistance
9	Draft contest announcements and distribute to public schools: <ul style="list-style-type: none"> Memorandum to schools; Fact or information sheet; Cover sheet/application form 	By July 13, 2009	--DOE staff Coordinator assistance
10	Transmittal letter: <ul style="list-style-type: none"> from DOE or Commission as appropriate; to Hawaii Association of Independent Schools (HAIS) and associations of Charter Schools as well as Home Schooling organizations and Catholic Schools of Hawaii; attach fact/info sheet and cover/application form; each organization/entity may distribute announcements to their members 	By July 13, 2009	--Contest coordinator with DOE staff assistance
11	Publicity: <ul style="list-style-type: none"> Post contest information on DOE website and/or Congresswoman Patsy T. Mink Commission website, if available Obtain assistance from technology staff to place information on website; Link contest information to main Congresswoman Patsy Mink Commission info website; Target students by obtaining email addresses; and incorporate other traditional publicity sources (e.g., radio, TV, public agencies, etc. 	By July 13, 2009	--Contest coordinator with DOE staff assistance
12	Answer inquiries from teachers and students.	July 13 – Sept 8, 2009	--Coordinator
13	Identify and obtain commitment of Composition Competition judges.	By Aug 31, 2009	--Coordinator with DOE staff assistance, Commission assistance
14	Collect compositions; verify, number, and record.	Sept 8 – Oct 16, 2009	--Coordinator
15	Read through all compositions and score holistically <ul style="list-style-type: none"> Select 10-25% for semi-final judging. 	Oct 17 – Nov 2, 2009	--Composition Readers with assistance from Coordinator
16	Make copies of semi-final compositions and distribute each to at least 2 judges along with scoring sheets.	By Nov 2, 2009	--Coordinator

Attachment to the Final Legislative Report on the Congresswoman Patsy T. Mink Commission

No.	Activity	Timeline	Responsibility
17	Judges read and score semi-final compositions.	By Nov 13, 2009	--Judges
18	Judges meet to identify top compositions <ul style="list-style-type: none"> • Top 4 prize-winners (grand prize plus 1st through 3rd place) • Other compositions to receive other recognition 	By Nov 23, 2009	--Coordinator --Judges --DOE staff provide assistance
19	Announce contest winners; Award prizes	By Dec 1, 2009	--Coordinator --Commission
20	Assess Evaluations; Make recommendations for future contests.	After Contest	--Coordinator --Commission

Note: The above plan will be subject to the available budget and modifications made by mutual agreement by the Department of Education and the Congresswoman Patsy T. Mink Commission.

PROPOSED BUDGET FOR THE CONGRESSWOMAN PATSY T. MINK COMPOSITION COMPETITION

Item	Cost	Subtotal
Contract for Coordinator to: <ul style="list-style-type: none"> • Provide overall coordination; • Prepare information packet to be used as a resource for teachers for social studies, English language arts, career and technical education, physical education; • Accept entries; • Coordinate initial selection process and the semi-final and final judging; • Answer questions from students, teachers, and the public; • Coordinate awarding of prizes and announcements; • Complete evaluation of activity and report to Commission. 	92 hours x \$25 per hour = \$2,300	\$2,300
Contract for composition reader(s) to screen entries (step 2 of selection process)	500 compositions ÷ 4 compositions per hour = 125 hours x \$25 per hour = \$3,125	\$3,125
Student prizes	Grand prize = \$1,000 1 st place = \$500 2 nd place = \$250 3 rd place = \$100 Gift certificates for rest of top 25 25 x \$20 = \$500 Teacher gift certificates 30 x \$10 = \$300 Printed certificates of participation 500 x .50 = \$250	\$2,900
Judging committee meeting expenses	Refreshments, bento lunch 10 persons x \$15 = \$150 x 2 meetings = \$300	\$300
Optional award ceremony expenses <ul style="list-style-type: none"> • Leis • Neighbor Island travel (only for grand to 3rd place) for student and chaperone or parent • Refreshments 	\$8 x 60 = \$480 4 persons x \$200 = \$800 + \$100 ground transportation = \$900 \$6 x 75 persons = \$450	\$1,830
Postage, office supplies		\$100
Contingency Reserve	Contingency Reserve equals 15.5% of total budget	\$1,945
GRAND TOTAL		\$12,500

BASIC INFORMATION ABOUT THE CONGRESSWOMAN PATSY T. MINK COMMISSION'S COMPOSITION COMPETITION

Brief Background

A composition competition has been identified by the Congresswoman Patsy T. Mink Commission (the Commission) as one of several program activities to recognize and honor Congresswoman Patsy T. Mink by continuing her work and spirit in the contemporary setting. This Draft Report is an implementation plan for a pilot or demonstration competition.

Suggested Purposes or Goals

- To raise awareness of and to encourage students and teachers to think and learn about the principles, issues, and/or programs that Congresswoman Patsy T. Mink worked on to improve society and its governance and what can be done in the here and now to further her goals in Hawaii and the rest of the United States or throughout the world.
- To provide a venue for students to explore, learn and demonstrate their awareness of the life's work of Congresswoman Patsy T. Mink and to creatively or systematically continue her work and spirit in the contemporary setting.
- To create awareness, enthusiasm and interest in the principles, issues and/or programs that Congresswoman Patsy T. Mink worked on to improve society and its governance and what can be done now to further her goals.

Brief Description

- Conduct a composition competition open to high school students in public, private, public charter and home school settings.
- The composition topic is to explore, develop, apply and write about the principles, issues and/or programs that Congresswoman Patsy T. Mink worked on to improve society and its governance and what can be done now to further her goals.
- The Commission shall select the topic for the competition in the first year from those listed on Attachment A. Additionally, the Commission shall draft a short description of the selected topic. Thereafter, the DOE shall select the topic and draft the short description. Topics for the Congresswoman Patsy T. Mink Composition Competition are included in Attachment A.
- Competition procedures and rules would need to be developed, finalized, and disseminated along with the public announcement.
- Teachers will be asked to encourage students to produce compositions, ideally as part of an ongoing class lesson or unit or a separate mini-lesson specifically on the principles, issues and/or programs that Congresswoman Patsy T. Mink worked on to improve society and its governance and what can be done in the here and now to further her goals in Hawaii, the rest of the United States or throughout the world.
- Related subject areas may include social studies, English language arts, physical education, career and technical education. Simple lesson plans and/or suggestions for incorporating the composition assignment into the above subject areas shall be distributed.
- Prizes shall be included, as well as judging rubrics.

Target Audience

- It is suggested that the competition be open to high school students; (i.e., students who are currently enrolled in grades 9 through 12 in public, private, public charter and home schools in the State of Hawaii).
- Rationale:
 - The subject matter is appropriate for high school students.
 - Students study American History and government in grades 9 and/or 10. However, since students retain the content knowledge beyond those grade levels, all high school grades may be included.

Suggested Rules

- Eligibility is limited to students currently in grades 9, 10, 11, or 12 in high schools within the State of Hawaii whether they be public, private, public charter or home schools.
- Maximum of one entry per student.
- Five student entries maximum per teacher.
- Entry deadline shall be three months from the time of announcement to allow for teachers to incorporate optional lessons about the principles, issues and/or programs that Congresswoman Patsy T. Mink worked on to improve society and its governance and what can be done in the here and now to further her goals in Hawaii, the rest of the United States or throughout the world, as well as time for students to prepare their compositions and for teachers to screen them for submittal.
- Mailed entries must be postmarked on or before the due date and received within ten days of the postmark. Hand-delivered entries or entries sent through the DOE courier system must be received by the due date.
- Entries must be written in English or in Hawaiian with English translation. (For English entries, occasional use of words in Hawaiian or other languages is permitted; students are to provide translation of non-English words in a footnote.)
- Each entry must be an expository writing composition. Each entry is limited to a single composition of no more than 1,500 words, exclusive of title, page numbering and student identification.
- Each entry must be (a) readable; typed or printed; (b) double-spaced on 8 1/2 x 11 inch white paper; (c) with page numbers at the bottom of each page; (d) one inch margins all around; and (e) in 12 or 14 point type. The total number of words in the composition (exclusive of the title, page numbering and student identification) must be stated separately on the last page. Handwritten submittals will not be accepted.
- The student's name must appear at the upper right hand corner of each page.
- Entries must be accompanied by a properly completed official coversheet.

Contest Sponsors

Sponsor:	State of Hawaii Congresswoman Patsy T. Mink Commission
Coordinating Sponsor:	Hawaii DOE, Office of Curriculum, Instruction and Student Support
Financial Sponsor:	Corporate Sponsors; Foundations and Gifts from Individuals

Selection Criteria

NOTE: The following criteria are foundational and structural. During the actualization of this Draft Implementation Plan, it is anticipated that the foregoing criteria will be defined, developed and refined by the Department of Education with the consent and concurrence of the Commission.

Initial Requirement: Meet all rules and guidelines and accompanied completed application on official form

Weighted Criteria

Two equal parts (1) Substance; (2) Style and Composition

Each of the two parts counts as one-half (1/2) of the total score.

- ***Substance***

- Meaning, ideas, theme and/or message
- Development of the principles, issues and/or programs that Congresswoman Patsy T. Mink worked on to improve society and its governance and what can be done in the here and now to further her goals in Hawaii, the rest of the United States or throughout the world.

- ***Style and Composition***

Style

- The approach used to do something
- A distinctive way of expressing oneself
- Literary or artistic expression
- Creativity, imagination and/or individuality

Composition

- Design (Organization)
- Voice
- Word choice
- Sentence fluency
- Conventions

Selection Process

1. Teacher Screening

- Teachers will be encouraged to select only the best compositions from among their students. Therefore the number of entries per teacher will be limited to no more than five.

2. State Screening

- All the entries will first be screened by one or two hired readers, using the scoring rubric, but looking at the compositions holistically while cognizant of the criteria on which the contest is based.
- It is anticipated that 85-90% of the compositions will be eliminated during this phase.

3. Semi-final Judging

- The 10-15% of entries that remain will be scored by state judges (the number of compositions will dictate the number of judges needed).
- Each composition will be read and scored by at least two judges.

4. Final Judging

- The top 15-25 compositions (depending on the number of entries) will be read and scored by the entire judging committee.
- The judging committee will determine the finalists.

Recognition/Reward Activities

- It is anticipated that one or more of the winning compositions will be published or widely recognized by local newspapers, magazines, television, websites, blogs and other means.
- There will be an award ceremony. The finalists and their teachers shall be recognized.
- It is suggested that each finalist be recognized with, at the minimum, presentation of a certificate of merit. If possible, a small gift such as a gift certificate to McDonald's (except for Molokai and Lanai, which has no fast-food restaurants).
- The top four places will receive cash prizes or U.S. Saving Bonds. A possible genre of prizes such as iPods or other electronic items may be very motivating to students.

Publicity

- Announce contest via DOE memorandum to public and charter schools in coordination with the Commission.
- Send a cover letter and contest information to Hawaii Association of Independent Schools and the Catholic Schools of Hawaii for them to publicize among their schools/students (they can generate their own cover memo); and determine how to reach public charter schools and home school high school students.
- Post the Composition Competition information, entry forms, rules, and min-lesson plans simultaneously on the Commission's website and the DOE website (the contest announcement will have the DOE URL with reference and linking to the Commission's website).
- The Commission will assist the DOE with additional publicity for the contest (i.e., radio, television, daily newspapers, MidWeek, posters). It is anticipated that the HSPLS will help with the contest and its publicity.
- Public organizations, businesses and corporations, labor unions and nonprofit corporations will be asked to help.
- Include the name(s) and contact information of coordinator(s) or someone who students can contact.

Other Considerations

- Budget (please see budget sheet)
- Suggested student prizes:

SAMPLE SCHEDULE O PRIZES

Place	Option A—Cash	Option B—technology	Option C—all iPods
Grand prize	\$1,000	Computer such as iMac (\$1,149 + tax = \$1,197) or MacBook laptop (\$999+ tax = \$1,041)	iPod 160 GB classic (\$349 + tax = \$364)
1 st place	\$500	iPod 160 GB classic (\$349 + tax = \$364)	iPod 8 GB Nano (\$199 + tax = \$207)
2 nd place	\$250	iPod 8 GB Nano (\$199 + tax = \$207)	iPod 4 GB Nano (\$149 + tax = \$155)
3 rd place	\$100	iPod 4 GB Nano (\$149 + tax = \$155)	iPod 2 GB Shuffle (\$69 + tax = \$72)
Student gift certificates for 25 semi-finalists	\$20 certificates to McDonalds, Jamba Juice, or other appropriate restaurant/store x 25 = \$500		
Teacher gift certificates for 30 teachers	\$10 certificates to Borders or Barnes and Noble or other appropriate store x 30 teachers = \$300		

Other issues

- We will need Hawaiian language or bilingual English-Hawaiian language judges
- Need to identify a well-written writing “prompt” for the contest
- Will compositions be published? If so, is this an additional expense?

Judge's Name _____

Date _____

Congresswoman Patsy T. Mink Commission Composition Competition

ENTRY FORM/COVER SHEET

Please attach original composition to this cover sheet. (One [1] composition per student maximum; five [5] student entries per teacher maximum.) Please type or print legibly.

Student's Full Name _____ Grade _____

School _____ Teacher's Full Name _____

I hereby certify that the work I am submitting is my own original work.

Student's Signature _____ Date _____

STUDENT CONTACT INFORMATION:

Home phone _____ Email address (if available) _____

Address _____

APPROVAL OF PARENT/GUARDIAN:

Parent or legal guardian's full name (typed or printed) _____

Home phone _____ Business Phone _____

Other contact number _____ Email address (if available) _____

I hereby give my consent for my child's composition to be submitted and, if a winner, to be published, reprinted and otherwise recognized. I understand that by signing this Release, I agree that the Hawaii Department of Education and the Congresswoman Patsy T. Mink Commission may use my child's composition in any fashion provided, however, that in each such use, my child will be credited as the author of the composition.

Understood and Agreed:

Parent or Guardian's Signature

Date

Submit this completed contest entry cover sheet with each composition entry (one [1] composition maximum per student; five [5] student entries maximum per teacher) stapled to it, by _____, to:

**Congresswoman Patsy T. Mink Commission Composition Competition
OCISS ISB, 475 22nd Avenue, Room 219, Honolulu, HI 96816**

Judge's Name _____

Date _____

Congresswoman Patsy T. Mink Commission Composition Competition

Scoring Sheet

Student's Name _____ Grade _____

School _____ Teacher's Full Name _____

SCREENING CRITERIA:

Criteria	Check if met	Criteria	Check if met
Eligibility—school, grade		By deadline (date received: _____)	
Complete cover sheet		No. of pages	
Only entry by student		Format	
One of 5 entries from an individual teacher			

If all above criteria are met, complete the next section.

SELECTION CRITERIA:

5=Strong 4=Effective 3=Developing 2=Emerging 1=Not Yet

Criteria	Student's Score
Substance (one-half [1/2] of total score)	
Style and Composition (one-half [1/2] of total score)	
<i>NOTE:</i> There is a need to provide readers with defined criteria for grading the two areas enumerated above.	

TOPICS FOR THE CONGRESSWOMAN PATSY T. MINK COMPOSITION COMPETITION

Civil Rights

Economic Justice

Civil Liberties

Health Care

Health Care refers to Health Care Access,
Patient Rights and Medical/Pharmaceutical
Safety

Education Policy

Environment

Environment refers to Environmental
Protection and Environmental Justice

Immigration

Immigration Policy & Immigrants Rights

Ending Wars and Maintaining Peace

Poverty and Welfare Policy

Women's Rights/Gender Equality

The Commission shall select the topic of the Composition Competition for the first year from those listed above. Thereafter, DOE shall select the topic of the Composition Competition from the list above. When the annual topic is selected, the Coordinator in conjunction with the DOE should provide a brief narrative description of the selected topic.

The Commission has chosen "Economic Justice" as the topic for the first year. "Economic Justice" refers to access to opportunities and possibilities for participation in productive work, distribution of fair compensation and principles and policies to detect inequities in this input and output, to make corrections to restore a just and balanced economic order for all. It involves giving to each what one is due in making a living.